

**HUMAN CAPITAL MANAGEMENT DIRECTORATE
EMPLOYMENT & PERSONNEL SYSTEM DIVISION
ATTN: CUSTOMER SERVICE REPRESENTATIVE
400 ARMY NAVY DRIVE
ARLINGTON, VA 22202-4704**

The Thrift Savings Plan (TSP) Service Office requires that employees inform their new personnel office of any TSP loan payments. In order to assist you with a smooth transition, we require that this information be completed and provided at the time of in processing.

Name: _____

SSN: _____

Agency: _____

Do you have a TSP Loan? (Circle one) NO ☐ YES ☐

If yes, complete the following items:

First Loan:

Account Number: _____ Payment Amount \$

Second Loan:

Account Number: _____ Payment Amount \$